COMMONWEALTH OF MASSACHUSETTS
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Change to Format to File Certificates of Insurance Authorization Forms Under M.G.L. c. 90, §34B and Terminations or Revocations of Such Authorizations
Filing Guidance 2026-N

TO: Companies Licensed to Issue or Execute Motor Vehicle Liability Policies or Bonds in Massachusetts ("Carriers") Pursuant to M.G.L. c. 90, §34B

FROM: Producer Licensing Unit

DATE: October 23, 2026

RE: Change to filing procedure for Motor Vehicle Authorization forms

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Pursuant to M.G.L. c. 90, §34B, companies licensed to issue or execute motor vehicle liability policies or bonds in the Commonwealth must file evidence of authorization to sign motor vehicle registration certificates with the Division, which must be issued by officers of companies or by persons who are authorized in writing by the company. The authorization form is prescribed by the Commissioner of Insurance and available on the Division's website. The filings are to be submitted to the Division, annually, by January 15.

To reduce the volume of unnecessary paper, the annual filing procedure was previously changed to an electronic-only format [CD-ROM, USB, flash drive] and limited the filings to changes from the prior calendar year's filing. This meant a company need only submit new authorization forms, and/or deletions or revocations of prior authorizations by the January 15th deadline. Authorization forms that remained in effect need not be submitted. The filing protocol of submitting only new, changed or deleted authorizations is not changing.

Future Annual Filing by Email Only

In our continuing effort to improve efficiency and reduce costs, the Division issues this filing guidance to advise companies that they should continue to file new authorization forms and/or deletions or revocations of prior authorizations but may now make those annual filings electronically by email rather than mailing physical storage media.

With the issuance of this filing guidance, companies may begin to make their annual filings via email. However, the Division will accept authorization filings in the form of CD-ROM, USB, flash drive or other electronic format until January 15, 2027. All authorization forms executed after the January 15, 2027 filing deadline must be completed using the prescribed form available on the Division's website. The change to email only filing outlined in this filing guidance will be mandatory after January 15, 2027. Emailed filings may be sent to: producerupdate.mailbox@mass.gov.

Completed authorizations must be scanned or otherwise converted into an electronic format for submission to the Division by email. Filings must be of sufficient quality to allow the Division to retrieve individual authorization forms and clearly discern the names and signatures on each. Companies may not password protect or otherwise encrypt the filing. For submissions that exceed email file-size limits, companies may divide their filing into multiple files and submit using multiple emails. If the submission is still not able to be submitted by email due to file size, the company should reach out to the Producer Licensing Unit for further instructions.

Questions about this filing guidance and/or submitting annual filings electronically by email may be directed to the Massachusetts Producer Licensing Unit at producerupdate.mailbox@mass.gov or by phone to 617-521-7794 option 3.